

Sunningdale School Community Council Constitution

1. Membership

1.1 Representative Membership

The School Community Council (SCC) shall have the following representative members:

- 5-9 parent and/or community members elected at the Annual General Meeting.

Note: The majority of members must be parents.

1.2 Permanent Members

The SCC will have the following permanent members:

- The school's Principal
 - Communicate Board Policy and new initiatives
 - Share staffing updates
 - Share progress on school goals
 - Share perspective on learning, well-being, teaching and programs
 - Work with the Chairperson on creating meeting agendas and ensuring the SCC is carrying out its mandate
 - Oversees the financial statements for the SCC
- A teacher
 - Liaise information from staff to SCC and vice versa
 - Serves as a resource regarding the issues affecting teachers
- Any additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education

2. Officers

2.1 The following SCC Officers will be elected annually and/or as terms expire, from the members:

- Chairperson (2-year term)
 - Works with the Principal on establishing meeting agendas and ensures the SCC is carrying out its mandate
 - Calls meeting to order
 - Follows meeting agenda
 - Delegates duties, as necessary
 - Ensures all members have input to discussions and decisions
 - Serves as the spokesperson for the SCC
 - Establishes a network that supports the SCC
 - Meets with Principal, as required
 - Authorizes SCC expenses
 - Serves as an administrator on the SCC's Facebook page (in conjunction with an appointed staff member)
- Vice-Chairperson (2-year term, staggered from the Chairperson)
 - Serves fully as the Chairperson, in the Chairperson's absence

- Secretary/Treasurer (2-year term, same as the Chairperson)
 - Keeps minutes for meetings
 - Forwards minutes to all council members within 5 days following the meeting
 - Sends out the agenda to all members within 5-7 days in advance of the meeting
 - Brings any necessary correspondence to meetings and provides direct correspondence on behalf of the SCC
 - Maintains a current database of all members
 - Updates website with council information
 - Assists the Principal in the financial statement
 - Reports out on the SCC's financial situation at each meeting

2.2 The above positions shall be elected from the representative membership.

3. Mandate

3.1 As directed by the Prairie South School Division, the SCC's mandate is as follows:

- Facilitate parent and community participation in school planning;
- Provide advice to the Board of Education and to the school's staff;
- Provide advice to other agencies that may be involved in the development and learning of students; and
- Comply with the Board of Education.

3.2 Facilitate regular fundraising activities.

3.4 Communicate with parents and the community respecting the SCC's plans, initiatives, outcomes and operational spending.

3.5 Coordinate educational opportunities for SCC members, school staff, parents and community members.

3.6 Form partnerships, as necessary, within the community to facilitate this mandate.

4. SCC Meetings

4.1 The SCC will have a minimum of five (5) meetings per year plus one (1) AGM in April.

4.2 On matters requiring a formal vote, all representative members of the SCC may vote. A majority vote decides any issues.

4.3 A quorum of the SCC shall be a majority of the representative members.

4.4 Meetings will be scheduled for the entire school year at the September meeting and posted on the website & social media channels. All meetings will take place in the school's library, unless otherwise stated.

4.5 A special meeting of the SCC shall be called by the Chairperson upon the request of an executive member (officer) or by written request signed by no fewer than 25 persons who have a child attending Sunningdale School or members of the Sunningdale Community. Only business pertaining to the SCC can be considered at a special meeting.

4.6 All elected members are expected to attend meetings to ensure quorum. In the event a member cannot attend a meeting, that member must notify the Chairperson no less than 48 hours from the start of the scheduled meeting.

5. Public Consultation and Communication

5.1 The SCC will consult and communicate with the school community through but not limited to the following strategies:

- Social Media
- Website
- School newsletters
- SCC Minutes
- Bulletin Boards

6. Elections

6.1 All members of the Sunningdale School community are eligible to vote at the AGM. One (1) month prior to SCC elections, nominations for parent and community representation will be advertised through the channels indicated in 4.1.

6.2 Nomination forms will be available at the school's office and online and may be submitted up until the AGM.

6.3 The Chairperson will make a motion that the nomination period is over prior to conducting the vote.

6.4 Candidates may address the attendees prior to the vote (maximum 3 minutes).

6.5 The Chairperson or Vice-Chairperson (whomever is not up for re-election) will be assigned as the Returning Officer and will administer the vote.

6.6 The Chairperson will call for a secret ballot vote.

6.7 The Returning Officer will count the votes and announce the winners.

6.8 If there is a tie, it will be broken by a coin flip.

6.9 From those elected, the newly formed SCC will determine who will fill any vacant SCC officer positions. This may be determined by acclamation, voting by hand or secret ballot. The Returning Officer shall make this decision.

- 6.10 Acclamations would occur should there be only one candidate in a category.
- 6.11 The Returning Officer will place all ballots and election results in a sealed envelope. This envelope will be forwarded to the Superintendent of the Prairie South School Division.
- 6.12 Seats not filled or vacated during the school term are the responsibility of the Executive to resolve. The SCC may appoint a qualified person(s) to fill a role until that vacancy can be filled at the AGM.

7 Amendments the Constitution

- 7.1 The SCC may amend its constitution by sending suggestions for change in writing, as agreed to by the representative members, to the Board of Education.